

29 JUN 1981

MEMORANDUM FOR: Associate Deputy Director for Processing, ODP

FROM:   
Executive Officer, Office of Information Services

SUBJECT: Building Requirements

REFERENCES: A. Your multiple addressee memorandum dated  
9 June 1981; Same Subject (ODP 81-731)

B. Memorandum for Building Planning Committee  
Members from Chief, Building Planning Staff, OL,  
undated; Subject: Project Organization

1. In response to reference A request, the information provided below outlines the requirements for the Office of Information Services. If additional information is required, I can be reached on extension

2. Responses keyed to reference B:

4.a. - (1) None  
(2) None

4.b. - 1987 Ceiling

With FOIA relief -   
With no FOIA relief -

2000 Ceiling

With FOIA relief -   
With no FOIA relief -

There should be no significant growth/reduction; however, it is assumed that there will be space allowed for employees in the development complement, double slotting, etc.

4.c. - Headquarters machine support

	<u>1987</u>	<u>2000</u>
(1) Number of terminals	12	15
(2) Number of word processors	13	15

(3) Special purpose centers:

(a) Vaulted work space for three divisions: one for ☐ employees; one for ☐ employees; one for ☐ employees.

(b) Conference room for 4'x10' table and 30 chair capacity with blackboard and display board.

(4) Storage areas (vaulted):

One 20'x15' for conserva-files; one for open space storage for 200 1 cubic feet boxes.

(5) Other;

One division will require an electronic communicating link to Agency components initiating, coordinating, or printing regulatory issuances. This division will also require one audio-visual hook-up for discussion during the negotiation and final approval phases and certification to components.

4.d. - None

